



# Green Printing

*Remember to Reduce – Reuse – Recycle – Buy Recycled  
To Green the Environment and your Bottom Line!*

## Reduce:

- Utilize electronic information-sharing methods to reduce the need for printed materials whenever feasible. For example, post documents to your Web site and send reports or other information via email instead of printed hard copies.
- Use electronic calendars, phone directories and forms to reduce the need for similar printed items.
- When creating documents for printing, reduce margins and/or font sizes when possible to cut down on required paper and printing. Use a few carefully selected words or graphics to successfully communicate your message. Directing readers to information on your Web site can also shorten your printed document.
- Set computer printer and software defaults to double-side print.
- Remember to duplex or double-side at copiers whenever feasible.

## Reuse:

- Use clean back-sides of paper in fax machines or other devices that can only make single-side printouts or use this type of paper for note-taking or message pads.
- If you have paper in your supply closets that you no longer need, give it to other programs within your agency to use.

## Recycle:

- Remember to properly recycle all acceptable paper in your recycling program. For complete details, ask your Agency's Greening/Recycling Coordinator or check the Greening Web Site noted below.

## Buy Recycled:

- The State purchases post-consumer recycled-content copy paper, which supports the full recycling cycle. Whenever feasible, remember to ask for recycled-content paper when a print job is needed.

*Thanks for doing YOUR PART for keeping Indiana Green! <http://www.IN.gov/greening>*

*If you have questions or other ideas to share on this Green topic, please contact us!*